

17 March 1978

Records Review Procedure

RRP 78-10

CIA RECORDS CONTAINING CLASSIFIED MATERIAL FROM OTHER AGENCIES

Whenever CIA originated records containing classified material from other U.S. Government Agencies is encountered during the Review Process, the following procedure will be followed.

1. If the record cannot be declassified from the CIA's standpoint, it will be treated the same as any other record which was not declassified. It may, however, be downgraded if overclassified.

2. If the record can be declassified from CIA's standpoint but the item contains classified material from another U.S. Government Agency, the record should:

- (a) Be stamped "CIA has No Objection to Declassification", then add the Date with Reviewer Number.
- (b) The Record will be Classified CONFIDENTIAL.
- (c) Replace the item in the Classified Section or portion of the File Folder.

In addition:

- (a) Place a "Z" in the Classification Justification Box of the computer input sheet.
- (b) Place an "01" in the Justification Retention Box.
- (c) Place a "55" in the Next Review Date Box.
- (d) Under the Review Coordination Section, enter the Agency or Agencies which supplied the information if identifiable.

(See Attached Example)

Approved For Release 2002/06/24 : CIA-RDP93B01194R001000240102-2

☐ UNCLASSIFIED ☐ CONFIDENTIAL **DECLASSIFICATION WORKSHEET** ☐ SECRET

PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	<div style="background-color: #cccccc; width: 100px; height: 100px;"></div>	CREATION DATE D D M M Y Y	ORIGINATING COMPONENT

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES

DOCUMENT TITLE

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION
Z	01	55	STATE